



King County Live Well Challenge

Team Captain Toolkit – Tips and Tricks

So, you're a Team Captain. For the 8-weeks of the Challenge, you're going to be your team's leader, cheerleader, motivator and point-keeper. How are you going to manage?

Team Captains are the most important team member. But being a Team Captain shouldn't be hard work. You'll probably spend less than an hour a week on Challenge activities. If you find you're spending too much time on the Challenge, call us for ideas about how to streamline the process.

Remember why you decided to be a Team Captain. Maybe you're passionate about health. Maybe you love the competition. Maybe you're a natural leader. Maybe you enjoy the fun and enthusiasm this brings to your worksite. Whatever your reason, you signed up to be a Team Captain for a good reason – because you have something to share with others.

The Live Well Challenge team is here to support you. We hope you find the following Tips and Tricks helpful as guide your team on their 8-week Challenge. Please let us know if you'd like additional materials or suggestions.

Tip #1: Attitude is everything. Your teammates are looking to you for leadership and support. Be patient and kind. Some people will want to tell you what they are doing to earn points. Others will be more private. Respect your teammate's wishes and privacy.

Tip #2: Lead by example. That doesn't mean you need to be a nutrition expert or fitness nut. It just means that you should be enthusiastic about the event and encourage your teammates. If they see you eat an apple or take the stairs, they are likely to be motivated to do the same.

Trick #1: Post event information at your worksite and workstation. This will remind you about the Challenge and show your teammates that your worksite is supportive and encourages your participation in the Challenge. Try posting a flyer by the vending machine with a note that Challenge participants can earn points for choosing apple chips instead of a candy bar, or by the elevator with a note that climbing the stairs could earn participants a point.

Trick #2: Be organized. Sometimes it's hard to remember deadlines. Print out the Challenge calendar (link to calendar) and keep one by your workstation so you remember to report your team's points every week. You can also set up your Outlook calendar to give you reminders.

Trick #3: Delegate. Just because you're the Team Captain doesn't mean you have to do *everything*. You could suggest that one of your teammates organize a team break-time walk or healthy potluck lunch. If won't have access to the internet on Point Reporting Day, ask one of your teammates to turn in points. You'll need to give him (or her) your team's unique web address, or have them call points in to the Challenge staff.